

Personal Data Sheet (blue form)



Name _____

Email _____ Cell Phone _____

Father's Name _____ Occupation _____

Mother's Name _____ Occupation _____

Name(s) of siblings & ages _____

Often we are requested to write recommendations for you. Your teacher may write a recommendation based on his/her firsthand knowledge of your class work or participation in a sport/activity. On the other hand, when we are asked, we try to provide an overall picture highlighting some special attributes and accomplishments. Since many applications have special forms to list your grades, activities, awards, honors, etc, citing them again in a recommendation is sometimes not enough to give a good picture of who you are. **Please fill out the questions below and using one of the prompts listed below, write 2 – 3 paragraphs we can summarize in the recommendation.** Note: Your responses may relate to other than school organizations and activities.

1. Job or career preferences (list in order if possible).

2. What do you think will be your college major?

Prompt 1 – One way I have contributed to my school community is... (Be specific in your response. For example, you may want to include who, why, when, where, how and what happened as a result).

Prompt 2 – As a member of _____ I... (For example, explain how long you have been a member, your role(s) in the organization/activity, your specific accomplishments, how your accomplishments contribute to the organization/activity, etc.).

Prompt 3 – Three of my attributes are... (Illustrate how each attribute relates to what you have achieved and/or how you use these attributes to help you in class work/organizations/activities, to help others, etc.).

Prompt 4 – Many applications list 3 – 4 terms and request we write about you in relation to those terms. Select 3 of the terms listed below. Write a paragraph about each term that shows how you embody the term. Include a specific example in each paragraph.

Achievements	Emotional maturity	Integrity	Service to others
Character	Extra	Leadership	Special abilities
Creativity	accomplishments	Motivation	Work habits
Discipline	Initiative	Personal qualities	

Remember, parts of your response will be used in writing your recommendation.

Return to the appropriate counselor before you request letters of recommendation.

In School Activities

Activity	9 th	10 th	11 th	12 th	Position or Office held	Years in Position	Honors/Awards affiliated with Activity or other awards

Out of School Activities/Community Service

Activity	9 th	10 th	11 th	12 th	Position or Office held	Years in Position	Total Hours of Community Service or work hours

Employment History

Place of Employment (Latest Job First)	Date Hired	Date Left	Job Responsibilities